



# USAID | MOLDOVA

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**THE UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT (USAID) Office of the Regional Mission in Moldova is accepting applications for a Chauffeur, FSN-3. (The successful candidate may be appointed to a lower grade level if all qualifications/knowledge of the position are not met).**

**Major duties:**

This position is located in the Chisinau Office of the regional Mission for Ukraine, Belarus and Moldova. The incumbent serves as motor pool chauffeur. Drives official vehicle for employees of the Mission or official visitors. Follows instructions of the Security Officer regarding selection of fastest and safest routes. Performs messenger and delivery work, including the pickup and delivery of parcels, newspapers, and any other duties of a messenger nature. Must keep vehicle serviceable and clean.

**Required qualifications:**

- Completion of secondary school is required.
- Local driver's license category B and C.
- Six months of chauffeur experience is required. Five years of chauffeur experience is desired. Experience with four wheel drive vehicles and trucks are desired.
- Level II English ability (limited) is required. Level III English ability (good working knowledge) is desired.
- Must be knowledgeable of host country traffic laws, city streets and traffic patterns, locations of major buildings, organizations, and government offices and of vehicle maintenance procedures.

**Closing date for receipt of applications is Monday, July 7, 2008 at 17:00 Chisinau time.** Applicants shall submit a full resume that stipulates work experience and education, a cover letter, and three references. All documents shall be submitted in English. USAID is an equal opportunity employer and does not discriminate based on age, gender, race, or sexual orientation. Only those applicants who are short listed will be contacted. Please submit resumes, cover letters, and references to Ala Rotundu in person at 57/1 Bănulescu Bodoni St., ASITO Building, 5th floor, Chișinău, Moldova, via email at [harchisinau@usaid.gov](mailto:harchisinau@usaid.gov), or by fax to 373-22-237-277.